

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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DATE: September 5, 2002 ACLA Letter No. 02-13

TO: All County Lead Agencies (ACLA)

SUBJECT: SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
(SACPA) –Changes to the SACPA Reporting Information System (SRIS)

REFERENCES: Chapter 2.5, Division 4, Title 9, California Code of Regulations,
Section 9532
All County Lead Agency Letter No. 01-05, County Reporting
Information System

This letter is to advise you that county Annual Financial Status Reports (ASFR) are due September 30, 2002. Counties are required to report Fiscal Year (FY) 2001-02 transactions in the county trust fund for the Substance Abuse and Crime Prevention Act of 2000 (SACPA) program.

Counties are expected to submit these reports using the web-based SACPA Reporting Information System (SRIS). The web form for these reports is being updated. There will be new fields for reporting client fees that conform SRIS to the permanent SACPA regulations adopted January 17, 2002. The changes will be available to counties September 16, 2002. Prior to September 16, you will not be able to enter your Fiscal Year 2001-02 ASFR data. For more detail, see the attached Version 3.3 SRIS Release Notice.

The report has a two-level approval requirement. To submit the report, your county must designate Level 1 and Level 2 approvers. Approvers must first be authorized users with identification codes (user-id) and passwords. An authorized user can then designate Level 1 and Level 2 approvers through the SRIS county information page. For further information on how to submit your AFSR, refer to the SRIS User Manual at http://www.adp.ca.gov/SACPA/pdf/SACPA_UserManual.pdf.

In response to requests from county users, the Department of Alcohol and Drug Programs (ADP) has streamlined the process for handling passwords. A change is also



being made to SRIS to help users who have forgotten their password or whose password has expired. User email addresses and passwords will now be stored in an automated system. Users who contact the ADP Help Desk for password assistance will promptly be emailed their password. In order to access this assistance, a user must have an accurate email address on record and must have successfully logged into SRIS at least once. Please check your email address listed in SRIS. It is essential that this address is accurate.

Below are the contacts for further assistance or clarification:

Technical assistance or accounting issues related to the Annual Financial Status Reports	Michael Chmielewski - Audit Services Branch at (916) 324-2038
SRIS User ID, password & email address changes	Penny Tafoya - Office of Criminal Justice Collaboration (OCJC) at (916) 445-0857
Technical Assistance using SRIS	ADP Help Desk at (877) 517-3329
General Questions regarding SACPA	Contact your county liaison in OCJC via email or at SACPA@adp.state.ca.us

Sincerely,

[Original Signed By]

DEL SAYLES-OWEN
Deputy Director
Office of Criminal Justice Collaboration

Attachment: [SRIS Release Notice Version 3.3](#)